

 KENTUCKY CORRECTIONS Policies and Procedures	Policy Number	Total Pages
	9.9	15
	Date Filed	Effective Date
Authority/References KRS 196.035, 197.020, 197.025, 439.470 ACA 4-4189 P&P ACA 3G-03	Subject TRANSPORTATION OF OFFENDERS	

I. DEFINITIONS

“Electric disabler” means any electrical device or piece of equipment that is designed specifically to control, manage, or incapacitate the movement or actions of another person.

“Emergency Transport” means any unscheduled transportation of an offender outside a secure perimeter.

"Mass movement" means the transportation of five (5) or more offenders.

"Mechanical restraint" is defined in CPP 9.1.

“Security Alert” means any form of information that may be used to deem an offender as a high security threat.

“Transportation Training” means an approved course of training for transportation staff that specifically addresses the security issues involved in transportation of offenders.

II. POLICY and PROCEDURE

A. All institutions shall develop and follow detailed procedures for the transportation of offenders with safety and security. This policy establishes **minimum** standards, which shall be used as a basis for developing institutional transportation procedures and for transporting probation or parole violators by Department of Corrections staff.

B. Any staff member of the Kentucky Department of Corrections that transports offenders shall be in possession of a valid driver's license.

1. Staff members shall inform the shift supervisor or his designee of any restrictions preventing their lawful or safe operation of a state vehicle.

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2. By signing the vehicle inspection log, the staff member is acknowledging that he is in possession of a valid driver's license.
3. Transportation staff shall obey all traffic laws including the posted speed limits.

III. TRANSPORTATION BY INSTITUTIONS

A. Security

1. Security and safety shall be the primary concern of all staff involved in the transportation of offenders.
 - a. All vehicles shall be thoroughly searched before placing an offender in the vehicle;
 - b. All offenders shall be strip searched before being placed in the transporting vehicle. Having a staff member of the same sex as the offender conduct the strip search shall be preferred. Any instances of cross gender strip searches shall only occur due to exigent circumstances and shall be documented as described in CPP 9.8(A)(1)(f) and (g);
 - c. Weapons shall be worn in a way as to prevent access by offenders at all times;
 - d. All offenders with the exception of those being transferred to the Community Service Centers shall be in Restraint Control Level 3 and dressed in an orange uniform at all times during transport. Extreme caution shall be used at all times;
 - e. All transportation officers shall be equipped with a state cell phone;
 - f. All vehicles shall be inspected before each trip by transporting staff to determine that the vehicle is mechanically sound;
 - g. A trip log shall be kept in each vehicle to ensure pertinent information is recorded;
 - h. Offenders shall not be notified in advance of a pending transportation trip;

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- i. Outside medical personnel shall be advised to notify transportation officers or medical staff at the institution of future appointments. The offender shall not be informed of future appointments;
- j. During routine medical transportation trips (dialysis, chemotherapy, radiation treatment, etc.) efforts shall be made to change routes, appointment times, and staff to avoid breaches in security;
- k. The transporting officer shall not allow the offender to visit or contact any person by any means unless authorized in advance by the Warden or his designee.

B. Planning

1. Initial Considerations

All transportation planning shall take into consideration:

- a. The offense, sentence, and parole eligibility date of offenders to be moved;
- b. Sentencing county;
- c. Medical status (if applicable);
- d. The purpose of the movement;
- e. The adequacy of staff, equipment, and vehicles to be used in each movement; and
- f. Any unusual condition or considerations involved in the movement.

2. Preliminary Planning and Actions

All personnel involved in transporting offenders shall receive prior training in basic transportation procedures (See Section III, Training).

Instructions prior to a transportation trip shall include:

- a. Route planning and type of trip (medical, court, funeral, bedside, transfer, etc.);
- b. Use of credit cards;

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- c. Procedures at stops;
- d. Emergency procedures; and
- e. Communication devices.

3. Officer to Offender Ratios

The number of officers required to supervise a given number of offenders shall normally be affected by:

- a. the type of vehicle used in transporting;
- b. the type of trip (medical, court, emergency, transfer, etc.);
- c. distances involved;
- d. the history and classification of offenders being transported; and
- e. other security variables.

The number of officers required shall be as follows:

- (1) Offenders with medium or higher custody, parole violators, and offenders with minimum custody being transported to a more secure facility:
 - (a) one offender - one (1) armed officer;
 - (b) two or more offenders – two (2) armed officers;
- (2) Offenders with maximum custody or maximum assault status offenders require two (2) armed officers. Additional officers may be assigned at the Warden's discretion.
- (3) Offenders with minimum or community custody
 - (a) If transporting minimum or community custody offenders, one officer shall be required per vehicle. The seating guidelines of the vehicle shall be followed.
 - (b) Transportation of minimum or community custody offenders may occur with unarmed officers.

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- (c) Minimum or community custody offenders, with the exception of those being transferred to Community Service Centers or those who are being transported to and from work details, shall be fully restrained and dressed in an orange uniform during transport.

4. Emergency Planning

Each transportation detail shall be equipped with a cell phone. All institutions shall prepare emergency plans if vehicles do not arrive or return at the anticipated time, due to vehicle breakdowns, escapes, or other unforeseen circumstances.

Emergency plans shall include:

- a. The telephone numbers of agencies to contact for assistance such as state and local law enforcement agencies;
- b. Action to be taken by escort officers;
- c. Actions to be taken by institutions; and
- d. Maps to assist in locating vehicles.

C. Equipment

- 1. Correctional Officers assigned to a transport detail shall be issued the following:
 - a. Restraint Control Level 3 restraints consisting of handcuffs, leg restraints, belly chain and black box;
 - b. One (1) restraint key;
 - c. Two (2) sets of plastic restraints (minimum);
 - d. One (1) plastic restraint cutting tool;
 - e. Body Armor;
 - f. Oleoresin Capsicum spray;
 - g. One (1) DOC issued pistol (Medium Custody or above and when transporting minimum custody to a more secure facility);

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- h. Maximum amount of DOC issued rounds required to load DOC issued pistol to capacity (Medium Custody or above inmates only);
 - i. Maximum amount of additional DOC issued rounds required to load DOC issued pistol to capacity two more times (Medium Custody or above inmates only);
 - j. Security Logbook;
 - k. One (1) cellular telephone and charger.
 - l. One (1) orange transportation uniform.
2. Correctional Officers may be issued an electric disabler as approved by the shift supervisor.

D. Vehicles

- 1. Vehicles used in transporting offenders shall be adequate in size and in good operating condition.
- 2. All vehicles used in transporting offenders shall be equipped with security screens. Staff shall be issued cell phones capable of contacting the originating institution and the Kentucky State Police or the Kentucky Emergency Warning System and through it, the Kentucky State Police. These numbers shall be preprogrammed into the mobile phones.
- 3. Seat belts shall be used in all vehicles.
- 4. A chase vehicle may be optional if transporting four (4) or less offenders in a vehicle with a security screen, except in circumstances indicating a high security risk.
- 5. Chase vehicles shall be required if transporting five (5) or more offenders [if any offender is medium custody or higher.
- 6. All offender transport vehicles shall be equipped with additional flexi-cuffs.
- 7. All vehicles shall be thoroughly searched before and after transporting offenders.
- 8. No smoking shall occur in state vehicles.

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9. Vans or buses with security screens shall be used for mass movement involving medium or higher custody offenders.
10. If a security bus is used, no other vehicles shall be required if all offender property fits in the storage compartment of the bus.
11. When transporting offenders, all offenders shall be seated behind the security screens with the doors and windows locked. All staff shall sit on the opposite side of the security screen from the offenders.

E. Communications

Institutions transporting offenders shall, if feasible, make prior arrangements with law enforcement or other agencies along the route to monitor the progress of the movement and to take appropriate action if the transporting vehicles do not arrive at a checkpoint at the appropriate time.

F. Administrative Matters

1. Movement Log

Institutions shall maintain a log of all offender transportation movements that shall include:

- a. Date of the movement;
- b. Route to be followed;
- c. Destination;
- d. Time of departure;
- e. Expected time of arrival;
- f. Actual time of arrival; and
- g. The log shall also contain any additional information such as use of checkpoints and planned stops.
- h. In addition, a paper log shall include any additional information to reflect:
 - i. Officer(s) name(s),
 - ii. Offender name(s),

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iii. Offender number(s), and

iv. Any unusual incidents.

2. Movement Plan

Prior to any movement or transfer off of institutional grounds, except for the routine movement of minimum security offenders, the officer in charge of the movement shall plan the movement with the shift or transportation supervisor and enter appropriate information in the movement log.

3. Transporting Escapees

If returning escapees by vehicle, two armed officers shall be used for one (1) offender and the offender shall remain fully restrained at all times. Extreme caution shall be used if transporting escapees.

4. Routing of movements and transfers shall be made over Kentucky state routes only. Vehicles shall not go out of state except when moving offenders to or from other states, unless approved by the Commissioner or designee.

5. Offender restraints shall not be attached to any part of the vehicle.

6. Once applied, restraints shall not be removed unless planned, such as in court or for hospital treatment and unless adequate security is ensured. Any removal of restraints shall only occur with approval from the Warden or his designee, unless an emergency and a life-or-death situation exists. If approved by the Warden or designee, an inmate may be transported with flexi-cuffs due to medical circumstances.

7. Movements shall be completed during daylight hours if possible.

8. All mass movements shall be made under the supervision of a correctional supervisor. Mass movements that remain on state property shall not require a supervisor.

9. If a movement involves any female offender, a female officer shall be assigned to the movement.

G. Movement Procedures

1. Prior to departure, security staff at the originating institution shall:

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- a. Plan movement and fill out appropriate route sheets or movement logs.
- b. If the movement is a transfer, notify receiving institution, of:
 - (1) time of departure;
 - (2) route;
 - (3) name and number of offenders involved;
 - (4) staff escort;
 - (5) expected time of arrival; and
 - (6) any other pertinent information.
- c. Notify appropriate local or state law enforcement agencies of expected time of arrival in their jurisdiction and request they monitor the movement's progress.
- d. Ensure that vehicle interiors are clean and free of contraband or materials that may be used as weapons.
- e. The control center or security office shall log the trip out. The movement log or planning sheet shall be kept on hand for immediate reference.
- f. Offenders shall be isolated, strip searched, and if necessary, given special clothing and placed in appropriate restraints. Once offenders have been searched, they shall not have an opportunity to contact other offenders and thereby pass information or acquire contraband.
- g. If the trip will extend through a meal time, sack lunches shall be prepared and placed in the transport vehicle or provisions shall be made to feed the offenders upon arrival.

2. During Transit

- a. Transportation officers shall follow the planned route at all times unless extraordinary or emergency conditions arise.
- b. Stops shall only be made for emergencies or at planned locations.

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- c. Stops, other than for emergencies, shall require the approval of the officer's institution.
 - d. Delays of thirty minutes or more or significant route changes shall be promptly reported to the receiving institution by the escort officers.
 - e. If a movement becomes overdue by one hour, both receiving and sending institutions shall take appropriate emergency action to locate the vehicle and provide assistance.
 - f. If there is an emergency on the road or if assistance is needed, the transportation officer shall radio or phone the nearest corrections agency or law enforcement and request assistance.
 - g. If it becomes necessary to use the restroom, the Transportation Officer shall attempt to locate a local detention center and ask to use the facilities. If this is not possible the officer shall comply with the following:
 - (1) Stop at a service station;
 - (2) Remain with the inmate;
 - (3) Search all restroom facilities before allowing the inmate in;
 - (4) Stay aware and watchful of any possible escape route;
 - (5) Do not remove restraints from the inmate to use the restroom;
 - (6) Do not, if possible, allow any civilian to go in the restroom while the inmate is using it; and
 - (7) Allow the inmate to use the restroom on the transportation bus when transporting mass transfers.
3. Upon arrival at the receiving institution or return to the originating institution.
 - a. The trip shall be logged back in by the control center or security office.
 - b. Offenders shall be strip searched. Vehicles shall be searched for contraband, refueled, and re inspected.
4. Return Trip

If the trip was a transfer and other offenders are to be returned to the transporting institution, the above procedures shall be followed.

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H. Transportation by Probation and Parole

If Probation and Parole Officers transport offenders, every effort shall be made to use vehicles with security screens. Officers shall be equipped with standard metal restraints. In accordance with CPP 9.9 III Training and CPP 4.3, Officers shall be trained in transport procedures before being allowed to transport offenders.

I. Transportation to Local Jail Facility by Probation and Parole

1. The Probation and Parole Officer shall take the offender to the local jail or detention facility or make arrangements with the local law enforcement official to transport the offender.
2. All offenders taken into custody in the probation and parole office or in the community shall be shall be cuffed behind the back. The mechanical restraints shall be double locked. All offenders shall be cuffed behind the back unless Restraint Control Level 3 restraints are applied, to include the belly chain, leg shackles, and black box. An exception shall be pregnant offenders, who may be cuffed in the front with the restraints double locked.
3. Once applied, restraints shall not be removed unless planned, such as in court or for hospital treatment and unless adequate security is ensured. Any removal of restraints shall only occur with approval from the District Supervisor or designee, unless an emergency and a life-or-death situation exists. If approved by the District Supervisor or designee, an offender may be transported with flexi-cuffs due to medical circumstances.
4. If an offender is arrested for alleged violation of the conditions of release, the officer shall follow apprehension procedures as outlined in CPP 27-21-01. The offender shall be lodged in accordance with procedures outlined in CPP 27-19-01.
5. Non-custodial offenders transported to locations such as treatment programs or transportation centers shall not be restrained, absent a reason to do so.

Comment [SWM(1): This section was amended based on the most recently submitted request for changes from P&P Program Administrator Cyndi Heddlston

Comment [SWM(2): This term was substituted for the word "full."

J. Transportation of Halfway House Offenders by Probation and Parole

1. Restraint Control Level 3 restraints shall be used when transporting halfway house inmates.
2. Custodial parolees arrested at a halfway house shall be transported to the detention center with mechanical restraints cuffed behind the back.

Comment [SWM(3): This term was substituted for the word "full."

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3. Non-custodial parolees being transported to or from a halfway house shall not be restrained, absent a reason to do so.

K. Transporting Offenders to a Correctional Facility by Probation and Parole

After the preliminary hearing is held in a parole case and a warrant is issued by the Parole Board, the Probation and Parole Officer shall be advised of the date available to transport the offender. The officer shall make arrangements for transportation. The officer shall be responsible for maintaining custody of the offender.

1. Probation and Parole Documents

If a Probation and Parole Officer transports an offender following a parole violation hearing, the officer shall first obtain the documents necessary for the trip, which may include the Parole Board warrant which authorizes the transporting officer to return the offender to a correctional facility.

2. Probation and Parole Transportation Vehicle

The Probation and Parole Officer shall secure a state vehicle. The officer shall take a state credit card and toll card.

3. Weapon

Transporting officers shall only carry authorized weapons.

4. Personal Property of Offenders

The officer shall search the offender's personal property. The property shall be placed in the trunk of the transportation vehicle or in an area the offender will not have access to during transportation. If the offender is being returned to institutional custody, his personal property shall be limited to the items authorized under CPP 17.1.

5. Probation and Parole--Search of Offender

The offender shall be strip searched prior to transportation.

6. Restraints

The officer shall place full restraints on the offender.

7. If transporting one (1) offender, a minimum of two (2) Probation and Parole Officers shall be assigned.

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- a. If transporting five (5) or more offenders, three (3) Probation and Parole Officers shall be required. One (1) of these officers shall be in a chase vehicle.
8. If it is necessary to stop, the officer shall maintain control of the offender at all times. In the event of an emergency, a local detention center shall be used.
9. Prior to Transport by Probation and Parole:
 - a. If transporting five (5) or more offenders, the officers shall notify appropriate local or state law enforcement agencies of the expected time of arrival in their jurisdiction and request they monitor the trip's progress.
 - b. The vehicle shall be inspected. Gasoline, coolant, oil, battery, and tire pressure levels shall be adequate and the vehicle's interior shall be clean and free of contraband or material that may be used as a weapon.
 - c. The movement log shall be kept at the district office for immediate reference. The log shall contain information on the officer's estimated time of departure, arrival and return. An offender scheduled to be transported shall be listed by name, date of birth, social security number, institutional number, and offense.
10. Probation and Parole-During Transit
 - a. An escort officer shall follow the planned route at all times unless an extraordinary or emergency condition arises.
 - b. A stop shall only be made for an emergency or at a planned location.
 - c. Any delay of thirty (30) minutes or more, or a significant route change shall be promptly reported to a Supervisor.
 - d. Any delay of one (1) hour or more without reporting to a Supervisor shall require appropriate emergency action to locate the vehicle and provide assistance.

IV. TRAINING

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The Division of Corrections Training shall be responsible for the development of curriculum for the training of the Department of Corrections staff prior to being assigned to transport offenders. Department of Corrections staff shall include Institutional staff and Probation and Parole Officers.

1. In addition to Firearms qualification, a four (4) hour (minimum) block of training shall be provided for staff during Basic Training specific to transportation.
2. A two (2) hour block of training specific to transportation shall be provided during annual In-Service training.
3. Officers shall not be assigned to a transportation trip prior to completion of the required training.

A. Minimum training shall include:

1. Use of force,
2. Trip Security,
3. Electric disablers and chemical agents, initial and annual training,
4. Vehicle and offender searches,
5. Vehicle loading and unloading procedures for restrained offenders,
6. Restraint procedures (staff shall successfully demonstrate how to replace metal restraints with plastic restraints),
7. Escapes and other emergencies,
8. Use of communication devices,
9. Policies and post orders pertaining to transportation of offenders,
10. HIPAA policy,
11. Universal precautions, and
12. Notification procedures.

B. Transportation training

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Training shall require practical exercises to include the use of a transportation vehicle.

Training staff shall coordinate quarterly restraint re-familiarization for all staff at the institutional level and Probation and Parole designated by the appropriate authority.

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